

## STUDENT TRAVEL PROCEDURE

Student travel expenses while working as an employee of the state is considered official state business when traveling on behalf of their position and shall be paid from the same source of funds from which the employee is paid. Non-employee students at state institutions who travel on official state business are reimbursed from the General Fund at the same extent as are state employees. All other student related travel must be paid from non-General funds supporting that particular organization or activity. Funds specifically appropriated or legally directed for student travel are authorized to be used for student travel expenses.

Approval for non-employee General Fund student travel must be signed the student's department head. To substantiate and account for services related to non-employee General Fund student travel, the student and department head should enter into a signed agreement to document the required official state business and the travel reimbursement commitment. This agreement shall be signed by the department head and shall be a part of the department's prior approval documentation required for overnight travel.

The purchase of food or beverage for students at higher education institutions is not allowable unless the student is in travel status. However non-state funds may be used for these purposes if such funds have been established and authorized for such purposes.